

Department of the Army
Headquarters, United States Army
Cadet Command
Fort Monroe, Virginia 23651-5238

7 March 2002

**Reserve Officers' Training Corps
U.S. ARMY ROTC LEADER'S TRAINING COURSE**

Summary. This is a revised publication. It provides command policy and administrative, operational, training, and logistical guidance for the U.S. Army Reserve Officers' Training Corps (ROTC) Leader's Training Course (LTC).

Applicability. This regulation applies to Headquarters, U.S. Army Cadet Command (USACC) and the region headquarters. It also applies to the Department of Military Science personnel assigned and authorized to conduct the Senior ROTC Program, as well as all units, installations, and activities where cadets may be assigned.

Supplementation. Do not supplement this regulation without approval from Commander, U.S. Army Cadet

Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5000.

"R" forms. "R" forms located at the back of this regulation are for local reproduction. Print them through your forms management officer.

Suggested improvements. Send comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, U. S. Army Cadet Command, ATTN: ATCC-TT, Fort Monroe, Virginia 23651-5238.

Distribution restriction. Approved for public release; distribution is unlimited.

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Reg 145-5

Chapter 1

Introduction

1-1. Purpose. This regulation establishes policies, objectives, responsibilities, and guidance for U.S. Army ROTC. Title 10, U.S. Code, Chapter 103, Section 2104 contains authority to conduct.

1-2. References. Required and related publications and forms are listed in appendix A.

1-3. Explanation of abbreviations and terms. The glossary contains abbreviations and special terms used in this regulation.

1-4. Responsibilities.

a. Commander, Cadet Command, will:

(1) Establish LTC allocations for each ROTC region.

(2) Cross-level LTC allocations to ensure all available allocations are used. Establish cut-off dates for recruiting applicants and receiving camp records based on projected cycle fill.

(3) Task Commander, Second Region (ROTC) to conduct LTC at Fort Knox, KY.

b. Commanders, ROTC regions will—

(1) Develop and implement a recruiting and advertising program to inform students of the opportunities available through LTC attendance and completion.

(2) Assign to each Battalion Commander/Professor of Military Science (PMS) geographical areas of recruiting responsibility for the LTC Program. Military Junior Colleges (MJC) are exempt from regional recruiting restrictions by the nature of nationwide high school recruiting.

(3) Coordinate with HQ, Cadet Command, Recruiting Operations (ATCC-RO), to obtain additional allocations for LTC or to make unused allocations available to other ROTC regions.

(4) Provide Liaison Officer (LNO) to LTC IAW the LTC TDA. The male to female LNO ratio will approximate the region student male to female ratio.

(5) As LTC cycle allocations are filled, comply with Second Region (ROTC) guidance for cadet cycle assignment changes and cycle closures. The unique gender integration issues at LTC require

Second Region (ROTC) oversight to minimize male and female overfill issues.

c. Commander, LTC will:

(1) Conduct an annual LTC.

(2) Coordinate with Commander, U.S. Army Armor Center, Fort Knox, KY, for camp execution and support.

(3) Implement the LTC Public Affairs Program.

(4) Implement the LTC Safety Program.

(5) Implement the LTC program of instruction (POI).

(6) Conduct Tactical (TAC) Staff training for camp cadre.

(7) Implement the LTC Awards Program.

(8) Approve all cadet recycle requests.

(9) Include the following information as part of the initial student orientation at camp:

(a) Students attending LTC are not subject to the Uniform Code of Military Justice.

(b) Students must maintain military standards of discipline, courtesy, and appearance. Violations of good order and discipline may constitute sufficient cause for the camp commander to dismiss a student.

(c) Students charged with the commission of offenses in violation of federal, state, and local laws are subject to the jurisdiction of the appropriate civil authorities and will be surrendered to them upon request. When a student is surrendered to the custody of civil authorities, the camp commander will immediately notify the student's parents or legal guardian, the appropriate region commander, and the Battalion Commander/PMS.

(d) Requirements for camp completion and validation of 2-year scholarships.

(e) Medical coverage information: cadets should be informed that they will be covered by the Department of Labor as a federal employee during the 5-week training period if they are injured in the line of duty. The cadets are in the "line of duty" if

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the injury or illness occurred as a proximate result of training or travel to and from training.

(f) LTC Cadet Evaluation System (CES).

(10) Not less than 90 days before the opening of camp provide each region with sufficient copies of the memorandum of instruction ("Passport to Challenge") for distribution to students who will attend camp. The memorandum of instruction will include, as a minimum:

(a) The reporting date and time students must report for each cycle.

(b) Instructions for getting to the designated reporting place by car and local commercial transportation.

(c) A recommended packing list.

(d) Policies pertaining to the use of privately owned vehicles on post to include the documents required for registration, operating restrictions, and safety regulations.

(e) Standards of conduct and fraternization rules.

(f) The date and time students may expect to depart camp upon completion of their cycle.

(11) Provide a record of training for each camp attendee.

d. Battalion Commanders/PMSs will:

(1) Verify the eligibility of students to attend LTC.

(2) Implement the advertising and recruiting plan for the LTC established by the region and brigade commander IAW Cadet Command advertising guidelines.

(3) Plan and execute a campaign plan to meet the assigned mission for attendance. Brief and prepare each candidate for successful camp completion.

(4) Determine the eligibility, including medical fitness and body fat standards IAW AR 40-501, and ensure contracting eligibility in accordance with AR 145-1, Chapter 3; and Cadet Command Pam 145-4, Chapter 2 for each applicant.

(5) Input data on camp attendees to the Cadet Command Information Management System (CCIMSL).

(6) Forward records of each eligible applicant to LTC (see paragraph 4-1b).

(7) Issue travel orders to applicants selected to attend LTC.

(8) Provide a pre-camp orientation to all applicants selected to attend LTC to include:

(a) The scope and conduct of training, an explanation of the camp POI, the intensity of training, the duration of the camp, the importance of being in good physical condition, and the emphasis placed on the leadership aspects of training.

(b) Potential for dismissal from camp for poor performance, attitude, or misconduct.

(c) Student ability to leave camp voluntarily.

(d) Camp completion requirements.

(e) Cadet medical coverage policy.

(f) LTC Cadet Evaluation System.

(g) Scholarship validation requirements for all scholarship recipients/conditional winners.

(9) Make arrangements for student one-way travel to LTC with return trip arranged by the camp personnel charging the fund cite on the cadet's orders.

(10) Provide each applicant with two pair of properly fitted boots NLT 30 days prior to attending camp. Concurrently, implement a supervised program for break-in of boots.

(11) Complete LTC PMS certifications list and include in cadet record when forwarded to LTC.

(12) Ensure that all applicants view LTC video.

1-5. LTC cycles and allocations. Annually, HQ Cadet Command will announce the number of cycles conducted, beginning and ending dates for each cycle, and projected student input from each region. Second Region will publish additional slotting instructions.

Chapter 2

Recruiting and Advertising

2-1. General. LTC recruiting is a continuous action. Recruit students for LTC throughout the year. Conduct advertising and publicity campaigns to inform students of the opportunities available through LTC. See Cadet Command Reg 145-4 and the Strategic Marketing, Advertising, and Recruiting Tool (SMART) Book for details concerning Army ROTC marketing, advertising, and publicity.

2-2. Recruiting and advertising.

a. Establish a LTC recruiting plan at each Senior ROTC host institution and include it in the school's overall marketing plan. ROTC regions will establish geographic areas of responsibility to facilitate recruiting of LTC students.

b. The Battalion Commander/PMS will ensure contact is made with non-Army ROTC accredited junior colleges and 4-year colleges and universities within the assigned recruiting area. Information provided to these institutions should include the opportunities afforded by LTC and the name, telephone number, and address of his/her representative. The Battalion Commander/PMS will ensure referrals are made to other ROTC battalions when a student expresses a desire to attend that school.

c. The Battalion Commander/PMS or designated representative will contact students and inform them of the eligibility requirements to attend LTC, and when applicable, requirements to validate a campus based 2-year scholarship.

d. Following initial orientation, the enrollment officer will revisit the institutions, as necessary, to complete processing of students and continue recruiting efforts.

Chapter 3

Selection

3-1. Eligibility for LTC. An individual applying for enrollment and attendance at LTC must meet the eligibility criteria contained in AR 145-1, Chapter 3; Cadet Command Pam 145-4, Chapter 2; and paragraphs a. and b. below.

a. A college undergraduate or graduate student volunteer who:

(1) Has not received placement credit for the Basic Course (MSL I and MSL II) prior to attendance at LTC.

(2) Is not currently enrolled in the Basic Course. The only exceptions are sophomores (who will be academically aligned juniors the next semester following LTC) who cannot complete the Basic Course before entering their junior year. Students who can otherwise complete the Basic Course before their junior year will not be allowed to attend LTC.

(3) Has a minimum of 2 years of academic undergraduate, graduate, or combination of undergraduate and graduate work remaining. The Battalion Commander/PMS must verify that an academic junior, senior, or graduate student has 2 years of academic work remaining to complete the military science courses since no acceleration of MSL III and MSL IV is authorized.

(4) Has a minimum cumulative grade point average (CGPA) of 2.0 on a 4.0 scale as of the last grading period prior to attendance at LTC.

b. A high school graduate who has either applied for or been accepted for enrollment at a MJC and has a minimum high school CGPA of 2.0 on a 4.0 scale and Scholastic Aptitude Test (SAT) score of 920 or an American College Test (ACT) score of 19.

3-2. Selection criteria. The categories of applicants listed below determine the priority for LTC attendance. The Battalion Commander/PMS will apply these priorities when selecting students for camp attendance.

a. All 2-year scholarship applicants/winners who do not have placement credit.

b. Juniors—students who will begin their junior academic year immediately following LTC.

c. Undergraduate seniors or graduate students with 2 years remaining at the same institution.

d. High school graduates who plan to enroll as freshmen in an MJC and have not completed 3 years of Junior ROTC or National Defense Cadet Corps (NDCC) training.

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e. High school graduates who plan to enroll as freshmen in an MJC and have completed 3 or more years of Junior ROTC or NDCC training.

f. Alien students (see AR 145-1, Chapter 3, para 3-29).

Chapter 4

Administration, Travel, and Pay

4-1. LTC records.

a. Prepare a camp record for each attendee containing the following documents:

- (1) DD Form 93 (Record of Emergency data).
- (2) Six copies of the travel order.
- (3) Physical examination (see para 4-2 below).
- (4) Prescription for cadets requiring eyeglasses.
- (5) Completed W-4 tax withholding form.
- (6) Extract of clothing record (see para 6-2 below).
- (7) A training record for each cadet (if appropriate).

b. Send camp record (by cycle) to HQ, LTC, ATTN: G-1 (Cadet Records), two weeks prior to the reporting date of each cycle. Affix labels on records in the upper left corner of folders with the information indicated in figure 4-1 below.

SMITH, JIMMY L. 000-11-2222	LTC
(School Code)	
(University)	(Cycle
X, Sex)	

Figure 4-1. Label information

4-2. Physical examinations.

a. Complete LTC physicals IAW AR 145-1, Chapter 3; AR 40-501; and Cadet Cmd Pam 145-4, Chapter 2. Every effort to complete physicals must be made by the Battalion Commander/PMS because of the shortage of examining physicians at Ireland Army Community Hospital, Fort Knox

MEDDAC. Physicals at camp will only be completed by exception.

b. Battalions will forward copies of the completed examinations to Chief Nurse (Camp Medical LNO), U.S. Army Second Region (ROTC), ATTN: ATOB-NR, Ft Knox, KY 40121-5610. In addition, make a copy of the physical and place it in the cadet's camp file before forwarding. If a copy of the physical is not in the camp file, send a memorandum to the Chief Nurse stating the status of the physical.

c. Department of Defense Medical Evaluation Review Board (DODMERB) approval is required for physicals of cadets who are validating scholarships at LTC. The Fort Knox Reviewing Medical Officer will review LTC non-scholarship physicals. If available, copies of medical examinations sent to DODMERB for scholarship applicants must be hand carried to the camp. If there are remedials pending at the time the student arrives at camp, they may be accomplished at the Fort Knox MEDDAC if the specialty is available. The LTC Medical Waiver Review Board (MWRB) for final medical qualification determination may review applicants who are medically disqualified at camp. Cadet Command Surgeon will determine if the condition is waiver able IAW AR 40-501; if not, the cadet will be released from camp.

d. Give particular attention to SF 88 (Report of Medical Examination), items 5, 51, 52, 57, 59, 60, and 71 when preparing and reviewing medical records. In item 5 or 16, depending on the edition of the form enter "Attend LTC and enroll in Advanced ROTC." Prior to forwarding medical records to Headquarters, Second Region (ROTC), the Battalion Commander/PMS will ensure the physician commented on any "yes" or positive physical findings in the summary section of SF 88 and 93. Show the appropriate cycle number in red in the upper right corner of the SF 88.

e. Students will receive a *meningococcus* immunization during initial LTC in processing.

f. All LTC applicant examinations reviewed by Fort Knox MEDDAC will include a review for special training IAW AR 40-501, Chapter 5.

g. Students applying for LTC will have an SF 603 (Dental Examination) (Section I, Part 4, and Section II) or panoramic radiograph examination

initiated prior to departure to LTC. Host battalions will maintain the dental file IAW AR 25-400-2.

4-3. Camp Automation Files. CC Information Management Office (IMO) provides CC Director of Training (DOT) a roll-up of the number of reservations made by Brigade and Region for each camp cycle during the Pre- LTC reservation process (FEB-JUN).

4-4. Disposition of student records. Mail all student personnel, training and medical records to the gaining Battalion Commander/PMS at the completion of LTC.

Funds.

CC Resource Management Division (RMO) will provide the funds for travel of the student to LTC. Defense Finance and Accounting Service (DFAS) - Denver will provide funds for pay through the DJMSL-RC/ROTC Cadet Pay System while students attend camp.

4-6. Travel.

a. Commercial transportation. The Battalion Commander/PMS will make arrangements for student travel. Where commercial transportation is used, the Battalion Commander/PMS will issue students a one-way government transportation request (GTR). Use the supporting installation transportation office (TO) or the activity that normally arranges transportation for obtaining the GTR. Do not use the Fort Knox airline ticket office for travel arrangements unless it is the normal servicing ticket office for the battalion. Applicants may elect to travel at their own expense and be reimbursed IAW Joint Federal Travel Regulation (JFTR), Volume 1, paragraph U7150G. Applicants provided GTR may exchange their tickets to accommodate variances in travel arrangements for personal reasons; however, cost over and above the authorized route must be borne by the applicant. Applicants arriving by air at Louisville International Airport in Louisville, KY, will not require a GTR to Fort Knox as bus travel is furnished.

b. Battalion Commanders/PMS will request TO to forward a copy of each transportation request and individual order to the paying Defense Accounting Office (DAO), IAW applicable region headquarters' instructions.

c. Authorized travel. Travel is authorized from home of record or school location to Louisville, KY; or Fort Knox and return to home of record or school location.

d. Privately owned vehicle (POV). On a case-by-case basis, the Battalion Commander/PMS may approve use of POV for authorized travel to LTC. Limit reimbursement to the rate prescribed in JFTR, Volume 1. Cadets will not be permitted to utilize POVs during LTC.

e. Claims. Mode of transportation actually used for official travel must agree with mode of transportation claimed for reimbursement purposes. Travel claims will be audited and cases of fraud will be prosecuted. Within 5 working days after the completion of travel, request for reimbursement will be submitted on DD Form 1351-2 (Travel Voucher or Sub Voucher) with 3 copies of settlement orders and receipts to DFAS-RO/FPT, 124 Chappie James Blvd., Rome, NY 13441-4511.

4-7. Pay for ROTC LTC attendance. Applicants who attend LTC will be paid at the rate prescribed by law (see DOD 7000.14-R, Section 580104).

a. Pay for all students attending LTC will be made through the DJMS-RC/ROTC cadet pay system. The payment of a casual pay (about 10 days after arrival) must be coordinated and approved by the Fort Knox DAO.

b. Treasury Department Form IRS W-2 (Wage and Tax Statement) is prepared for each student. Appropriate copies of completed TD Form IRS W-2 will be mailed in the month of January following LTC attendance, to each student's home of record. Advise students to retain their copies of the form for submission with current calendar year income tax returns.

c. TD Form IRS W-4 (Employee's Withholding Exemption Certificate) must be completed by each student prior to arrival at LTC and retained at the battalion.

d. Alien students attending LTC are ineligible for subsistence allowance. (See AR 145-1, Chapter 3, para 3-30b.)

4-8. Morale and welfare benefits. Authorize benefits IAW AR 215-1 and AR 215-2.

4-9. Medical benefits. Provide medical benefits to students IAW AR 40-9, paragraph 4-5; AR 145-1, Chapter 3, Section VII; and Cadet Command Pam 145-4, Appendix P.

4-10. Death gratuity. Title 10, U.S. Code, Section 1475(a)(4), authorizes a death gratuity for a student

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who dies while undergoing LTC training or while traveling to or from LTC. Attendees at LTC are covered by Workmen's Compensation Act in lieu of Servicemen's Group Life Insurance (SGLI).

Chapter 5

Training and Reporting Requirements

5-1. Training. Cadet Command Reg 145-3 and the program of instruction (POI) contain LTC training and evaluation requirements.

5-2. LTC Cadet Completion Criteria. Successful completion of LTC requires a cadet to meet or exceed the standard in a variety of objective evaluations. At LTC cadets will learn, develop, and practice leadership within a challenging, stressful and competitive framework. The LTC environment provides cadre an opportunity to evaluate overall officer potential and characteristics such as loyalty, duty, respect, selfless-service, honor, integrity, personal courage and leadership. Cadet Command Circular 145-05-2, dated 1 January 2002, provides the most up to date criteria.

a. LTC Required Training. Cadets are expected to complete at least 90% of the required mandatory training tasks.

b. LTC Specific Training. Specific training that must be attended is the APFT, land navigation, Garrison Leadership Positions, FLRC and Bold Leader.

c. Cadets must be able to pass the APFT (standard of 50/50/50/150) and have two Garrison and Bold Leader Leadership Positions.

5-3. Reporting requirements. The camp commander will provide the following:

a. Report of students beginning LTC training. Forward a copy of the automated roster of students, by name and institution, within 5 days following the beginning of each training cycle to each region commander (RCS ATCC-14).

b. ROTC LTC Strength Report. E-mail to Cadet Command, ATCC-TT on a daily basis beginning the report date of the first cycle. The initial report will reflect the fill for the first camp cycle. Subsequent reports will reflect status of students as of close of business (COB) of the day preceding the report.

c. Within 5 days after completion of camp, the camp commander will inform HQ, USACC (ATCC-TT), of the number of students, by name and institution, who successfully completed LTC (RCS ATCC-16). The report will indicate student distribution by region commands. Send an information copy of this report to each region commander.

5-4. Camp after action report (AAR). The camp AAR will include, at a minimum, the following:

a. Narrative statement of the camp commander.

b. Camp statistical data, to include Cadet Command Form 171-R.

c. Training event performance data.

(1) By event, identify performance by gender and race.

(2) Identify MJC performance separately.

(3) Identify HBCU performance separately.

(4) Identify SMC performance separately.

d. Master training schedule.

e. Date of POI used.

f. LTC organization chart.

g. Manpower data.

h. Recommendations regarding future camps.

5-5. Cost Data. Submit data for all camp operational costs to HQ, USACC (ATCC-R), NLT 31 Oct each year. Submit information IAW types of costs listed in appendix B.

Chapter 6

Logistics

6-1. Responsible agency. Commander, U.S. Army Training and Doctrine Command (TRADOC) assigned responsibility for the operation, training, supply, administration, and provision of funds incident to the operation of LTC to the Commander, U.S. Army Armor Center, Fort Knox, KY.

6-2. Supply.

a. Fort Knox Central Issue Facility will issue recoverable clothing and equipment to students attending LTC. Issue field equipment using Fort Knox on-hand stock age. Issue additional requirements per command table of allowance (CTA) 50-900 at camp. Basis of issue is governed by CTA 50-900.

b. Battalions will issue LTC applicants' non-recoverable clothing (i.e., 6 pair of boot socks, 6 brown undershirts, and 1 BDU soft cap) and two pair of properly fitted boots (if not previously issued) prior to travel to LTC. Include an extract of the clothing record in the student's LTC record.

c. Uniforms will be maintained by the installation and funded by Second Region (ROTC).

(2) Objective criteria for each award.

7-3. Presentation of awards. The Camp Commander will normally present awards at the graduation ceremony. Awards earned but not presented at the LTC will be forwarded to the Battalion Commander/PMS for presentation at an appropriate ceremony.

Chapter 7

LTC Awards Program

7-1. General. The ROTC LTC awards program is designed to recognize students for outstanding achievements. The program includes medals, badges, awards, and decorations (including ribbons), authorized by Cadet Command Reg 672-5-1, as well as camp and organizational awards unique to LTC.

7-2. Responsibilities. Commander, LTC, will implement the LTC awards program and will—

a. Approve all awards for LTC student participants. Authority will not be delegated.

b. Establish clearly defined criteria for each award.

c. Control the proliferation of awards consistent with the objectives of recognizing outstanding performance and providing incentive.

d. Ensure that the awards distributed reflect an appropriate balance between those based on military skills and those awarded for leadership aptitude.

e. Forward to HQ, USACC (ATCC-TT) 1 month prior to the reporting date of the first cycle, the following:

(1) Approved awards.

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Appendix A

References

Section I

Required Publications

AR 40-3, Medical, Dental, and Veterinary Care

AR 40-501, Standards of Medical Fitness

AR 145-1, Senior ROTC Program: Organization, Administration, and Training

Cadet Command Reg 145-1, Army ROTC Scholarship Administrative and Procedural Instructions

Cadet Command Reg 145-3, Pre-commissioning Training and Leadership Development

Cadet Command Reg 145-4, Marketing, Advertising, and Publicity to Support Enrollment

Cadet Command Reg 672-5-1, Decorations, Awards, and Honors, ROTC

Cadet Command Pam 145-4, PMS Guide for Enrollment, Retention, and Disenrollment Criteria, Policy, and Procedures Guide

Section II

Related Publications

AR 25-400-2, The Modern Army Record keeping System (MARKS)

AR 215-1, Administration of Army Morale, Welfare, and Recreation Activities and Nonappropriated Fund Instrumentalities

AR 215-2, The Management and Operation of Army Morale, Welfare, and Recreation Programs and Non-appropriated Fund Instrumentalities

AR 335-15, Management Information Control System

AR 600-8-105, Military Orders

AR 700-84, Issue and Sale of Personal Clothing

AR 710-2, Inventory Management Supply Policy Below the Wholesale Level

CTA 50-900, Clothing and Individual Equipment

DA Pam 350-38, Standards in Weapons Training

DA Pam 710-2, Using Unit Supply System (Manual Procedures)

Department of Defense Military Pay and Allowances Entitlements Manual (DOD 7000.14-R, Vol. 7, Part A)

Joint Federal Travel Regulation, Volume 1

Strategic Marketing, Advertising, and Recruiting Tool (SMART) Book

TRADOC Reg 350-70, Training Development Management, Processes and Products

Section III

Prescribed Forms

ROTC Cadet Command Form 139-R

ROTC Cadet Command Form 139-1-R

LTC Personnel Records Checklist

ROTC Cadet Command Form 171-R

ROTC LTC Status Requirement

Second Region Form 919-R

Section IV

Referenced Forms

ROTC Cadet Command Form 104-R
Planned Academic Progress Worksheet

DD Form 93
Record of Emergency Data

DD Form 1351-2
Travel Voucher or Sub voucher

SF 88
Report of Medical Examination

SF 93
Report of Medical History

Appendix A Continued

SF 603

Record-Dental

Health

TD Form IRS W-2

Wage and Tax Statement

TD Form IRS W-4

Employee's Withholding Allowance Certificate

PMS Certification Checklist

B-2. Category of cost should include, as a minimum, those areas identified in paragraph B-4d, below.

B-3. Source of funds (i.e., TRADOC, FORSCOM, Cadet Command) should include manpower data only for those personnel who perform functions related to support during the camp period. Identify Operation and Maintenance, Army (OMA) personnel cost separately from other OMA cost. Obtain and include manpower support from Fort Knox support units and activities. However, include costs other than manpower from the U.S. Army Armor School and its subordinate elements, if applicable. Cost and manpower support from MEDDAC will be obtained separately from this report.

Appendix B

Cost and Manpower Input

B-1. Use Table B-1 to prepare the cost data report required by Chapter 5, paragraph 5-5.

Table B-1
Cost/manpower data in support of ROTC

CATEGORY OF COST REMARKS	SOURCE			TYPE				MANPOWER								
	OF	OF	OMA	TYPE OF FUNDING				NUMBER OF PERSONNEL				NUMBER OF MAN-DAYS				
	FUNDS		COST	PAY MEMO	\$OMA	\$MPA	\$RPA	OFF	W/O	ENL	CIV	OFF	W/O	ENL	CIV	
1. Direct Spt Cost	TR	T	27,748	86,204	-	-	-	-	-	5		-	-	-	231	FC(WC) of
j. Utilities	TR	FC(NC)	(27,748)	(46,765)	-	-	-	-	-	(5)		-	-	-	(231)	11,691 due to
	TR	FC(WC)	-	(11,691)	-	-	-	-	-			-	-	-	-	add'l buildings
																opened during
																camp.

B-4. Identify type of cost with each source of funds, with the first entry line being a category total.

a. Source of funds codes:

FO = FORSCOM

TR = TRADOC

CC = Cadet Command

AO = All others

b. Type of cost codes:

FC (NC) = Fixed costs (no camp). Record those costs associated with the operation of the physical plant that would occur even if LTC were not held at your location. These are sunk costs. Most base operations cost allocations should fall in this category.

FC (WC) = Fixed costs (with camp). Record only those fixed costs that occur from year-to-year assuming LTC was and will continue to be operated at your location. Translate these costs to be fixed OMA dollars that would be saved if a decision was made to cancel camp.

IV = Incremental variable. Record the additional OMA costs that occur when cadet population varies. These are workload driven costs and includes discretionary items not required annually. These also are costs, which would be saved if camp were canceled.

T = Total. Include a total cost line for each category of costs.

c. Remarks: Include any explanation, which will help in the analysis and, if necessary, continue any lengthy remarks on a continuation page. Identify special allocations of camp/installation overhead and one-time costs. Such costs include improvements and equipment replacements not considered as normal fair wear and tear.

d. Category of costs:

(1) Direct support costs.

(a) Training.

- Materials.
- Training aids and devices.

(b) Organizational clothing and equipment.

(c) Civilian hires

(d) Communications.

(e) Rations.

(f) Petroleum, oils, and lubricants (POL).

(g) Transportation.

(h) Site and facility preparation.

(i) Laundry and dry cleaning.

(j) Facilities (e.g., utilities).

(k) Educator travel.

(l) Other travel.

(m) Contracts (e.g., printing).

(n) Other (identify).

- Maintenance.

- Food service.

- ADP support.

- Troop issue support.

- Finance support.

- Safety inspections.

- Recreational costs.

- ROTC club operations.

- In-processing costs.

- Contracting support.

- Driver/tester.

- Self-service supply.

- Range support.

- Director of Reserve Component (DRC)

- Pre-camp housing support.

- Supply/clothing service center.

- Refuse service.

- Printing.

(2) Other base operations costs (indirect), e.g., ammunition.

(3) Estimate of General Services Administration (GSA) vehicle mileage.

Appendix C. ROTC Cadet Command Form 139-1-R

SUPPLEMENTAL DATA

REQUIREMENTS CONTROL SYMBOL ATCC-191

DATA REQUIRED FOR PRIVACY ACT OF 1974

1. AUTHORITY: Title 10, US Code 145-1. 2. PRINCIPLE PURPOSE (S): a. To enroll in ROTC LTC. Obtain constructive credit for Military Science I and II upon successful completion of the camp. b. To establish military pay records. c. To prepare travel orders. d. To create master ADP file for camp performance and camp completion records. 3. ROUTINE USES: To obtain LTC student data. 4. MANDATORY OR VOLUNTARY DISCLOSURE AND EFFECT ON INDIVIDUAL NOT PROVIDING INFORMATION. Failure to provide information will preclude student's attendance at ROTC LTC.

 (NAME) (SSN) (SPONSOR BATTALION)

CONSENT OF PARENT OR GUARDIAN

(To be completed if applicant is under 18 or a minor for the purpose of executing contracts under the laws of the state as jurisdiction where the school is located, even if 18 or older [AR 145-1, para 3-6a]).

Consent is hereby given for the attendance of _____ at the Reserve Officers' Training Corps (ROTC) LTC and for the subsequent enrollment in the ROTC Advanced Course, which includes enlistment in the U. S. Army Reserve for the period of participation in the Advanced Course.

_____ Signature of parent or guardian

Glossary**Section I
Abbreviations**

AAR	After Action Report
ACT	American College Test
APFT	Army Physical Fitness Test
BDU	Battle Dress Uniform
CGPA	Cumulative Grade Point Average
COB	Close of Business
DFAS	Defense Finance and Accounting Service
DODMERB	Department of Defense Medical Evaluation Review Board
FAO	Finance and Accounting Office®
GSA	General Services Administration
GTR	Government Transportation Request
HBCU	Historically Black Colleges and Universities
HIV	Human Immune-deficiency Virus
MJC	Military Junior College
LNO	Liaison Officer
LTC	Leader's Training Course
MC	Military College
MEDDAC	Medical Department Activity

MJC	Military Junior College
MSL	Military Science
NALC	National Advanced Leadership Camp
NDCC	National Defense Cadet Corps
OMA	Operation and Maintenance, Army
PMS	Professor of Military Science
POI	Program of Instruction
POL	Petroleum, Oils, and Lubricants
POV	Privately Owned Vehicle
ROTC	Reserve Officers' Training Corps
SAT	Scholastic Aptitude Test
SATO	Scheduled Airline Ticket Office
SSN	Social Security Number
TO	Transportation Officer (r)
TRADOC	Training and Doctrine Command
USACC	United States Army Cadet Command

**Section II
Terms****National Advanced Leadership Camp**

Required training conducted as part of the Advanced Course that is usually attended between MSL III and MSL IV.

Advanced Course

The last 2 years of the Senior ROTC Program (MSL III and MSL IV) including NALC. The cadet normally pursues this during the junior and senior years in college. For some MJC cadets, the Advanced Course is taken during the freshman and sophomore years.

Applicant

An individual who is a student or plans to become a student at a Senior ROTC host institution which offers the Advanced Course, either at the host institution or through a cross-enrollment or extension center agreement with another 4-year degree-granting institution, and who indicates a desire to attend the LTC.

LTC

A 5-week ROTC training course conducted at a military installation, normally attended before the applicant's junior academic year, which is the equivalent of the ROTC Basic Course.

LTC commander

The officer designated to command the ROTC LTC.

Basic Course

The 2-year Senior ROTC primary course of study (MSL I and MSL II), normally pursued by the cadet during freshman and sophomore years in college.

Battalion Commander/Professor of Military Science

The academic and military position title of the senior commissioned officer assigned to duty with a Senior ROTC battalion.

Cadet

A term that applies to all enrolled members of the ROTC Program, including alien students enrolled in MSL I and MSL II.

Cadet Evaluation System

The scoring system used to assess the cadet's leadership potential and to validate scholarships.

College freshman

A student who is in the first year of college and has between 1 and 30 semester credit hours or between 1 and 45 quarter credit hours.

College sophomore

A student who is in the second year of college and has earned more than 30 semester credit hours or 45 quarter credit hours, but less than 60 semester credit hours or 90 quarter credit hours.

Enrollment Officer

The Army officer who conducts a recruiting and publicity program both on the campus of the host institution and within the geographical area assigned by the appropriate commander.

Military Junior College

A 2-year institution that has contracted with the Secretary of the Army to provide military science instruction.

Minor

A student under age 18 unless the state of legal residence has set legal majority at a later age.

Program of Instruction (POI)

A formal course document, which prescribes the training content, hours, and types of instruction and all resources, required conducting peacetime and mobilization training in an institutional setting (resident training).

Senior ROTC host institution

A 4-year college, university, or institution or a 2-year MJC that has a contract with the Secretary of the Army to provide military science instruction.

Student

A person enrolled in and attends a regular course of instruction full-time at an institution that leads to a degree in a recognized academic field. Persons enrolled in a "cooperative" program are included.

JOHN T. D. CASEY
Major General, U.S. Army
Commanding

OFFICIAL:

/s/

RONALD M. BOUCHARD

Colonel, GS

Chief of Staff

DISTRIBUTION:

A, B, C, D